

# Instructions For Filling Out A CAMA MINOR Permit

Please fill out the application completely including applicant's signature on the second page. Be sure to complete the "statement of ownership" and the "adjacent property owners". Your Local Permit Officer can assist you in preparing your application and project drawings. Once the application and drawing(s) are complete, follow the instructions below:

## **SEND THE FOLLOWING ITEMS TO THE ADJOINING PROPERTY OWNERS: CERTIFIED/RETURN RECEIPT MAIL IS RECOMMENDED**

1. A letter stating you have applied for a CAMA permit and are required to notify them of your intended project. (Attached please find an example of this letter)
2. A copy of the application drawing(s) showing your project.
3. A copy of the completed application.

## **BRING THE FOLLOWING ITEMS TO YOUR LOCAL CAMA PERMIT OFFICER:**

1. A \$100.00 check payable to Town of Emerald Isle
2. The completed, signed application.
3. The project drawing(s) showing your proposed development.
4. Copies of the letters mailed to the adjoining property owners.
5. The certified mail receipts from the post office showing that you have mailed the letters to adjoining property owners.
6. A copy of the property survey (if applicable).
7. A copy of your Zoning Certificate and/or Improvements Permit, for installation of your septic system (if applicable).

This process usually takes approximately two (2) weeks from the date that we receive your complete application. A review period of 25 days is provided by law and an additional 25-day period can be imposed when such time is necessary to complete the review of the proposed project. Under those circumstances, you will be notified of the need for an extended review period. If you have any questions about the Minor Permit application, your project drawing(s), or any other aspect of the N. C. Coastal Area Management Act (CAMA), please contact the Town of Emerald Isle CAMA Local Permit Program Office (252) 354-3338.

## **PROJECT DRAWINGS**

1. **All drawings** should be drawn to scale (ie. 1"=20', 1"=30') and include the following information:
  - Name, project address, date and drawing scale (title box).
  - Property dimensions and names of adjacent property owners indicated
  - Dimensions and location of all existing and proposed structures, driveways, and sewage disposal system (attach Improvements Permit, if applicable). Decks labeled as covered or uncovered and dimensions shown.
  - Adjacent water body labeled and Normal High Water (NHW) or Normal Water Level (NWL) contour shown.
  - Marsh and/or wetland areas labeled (wetland delineation documentation from USACOE Army Corps of Engineers must be included with the application, if applicable).
  - All areas of ground disturbance and/or landscaping shown.
  
2. If your project is in the Ocean Hazard Area, your application must include an AEC Hazard Notice, **signed by the property owner**. Additional information for project **drawings in the Ocean Hazard Area AECs** includes:
  - Show all dunes and dune system contours, labeling the dune crest and both the landward and oceanward dune toes. Also, include spot elevations on the highest portion of the dunes.
  - The first line of stable, natural vegetation as flagged by the LPO and the applicable setback from the vegetation line. Contact the Local Permit Officer to stake the vegetation line for you if necessary.
  - Cross-sectional/Elevation drawings showing the number of floors and the roof and deck profiles of the proposed structure(s). Additional drawing(s) for each floor plan may be necessary.
  - List the **Total Enclosed Floor Area**. Total Enclosed Floor Area is the combined square-footage of all of the floors, plus any roof covered porches.
  
3. Additional information for project **drawings in the Coastal Shoreline AECs**:
  - Dimensions of the footprint/roofline of all structures (outside walls + roof overhang extended to the ground).
  - Dimensions of all decks, labeled either covered or open (all elevated decks with concrete below them at ground level are considered impervious).
  - Normal high water (NHW) or normal water level (NWL) contour.
  - Show the applicable Area of Environmental Concern (AEC); 75 feet landward of normal high water (NHW) or normal water level (NWL) for Estuarine Shoreline AEC (Coastal or Joint Waters); or 575 feet landward of normal high water (NHW) or normal water level (NWL), if adjacent to Outstanding Resource Waters; or 30 feet landward of normal high water (NHW) or normal water level (NWL), if adjacent to Public Trust Shoreline (Inland Waters).
  - List the total amount (sqft) of impervious surface that will be created from your proposed development.
  - Show the 30-ft. buffer landward of normal high water (NHW) or normal water level (NWL)

## **FILLING OUT THE APPLICATION FORM**

The shaded area at the top of the first page is completed by the Local Permit Officer. The LPO will assign a permit application number and check the AEC in which the property is located.

In the general information section, the applicant and future permittee is always the **Land Owner**, although an agent, such as a contractor or realtor, may obtain the permit for the property owner. The applicant's mailing address is entered here. If an agent is utilized to apply for the permit, their contact information is entered in the **Authorized Agent** section. **Location of Project** is the address of property where the work is to take place (the 911 address, subdivision and lot number, State or County road, etc.). **Description of Project** should include all land clearing, demolition, construction, and landscaping activities that are proposed to complete the project. It is better to go over-board here, than to omit something that would necessitate having to modify or re-apply for another permit to complete the development. **Size of Lot/Parcel** can be listed as square feet or acres, or both. Check the applicable **Proposed Use**, residential (single-family or multi-family), commercial, or other. The **Total Enclosed Floor Area of a Building in the Ocean Hazard AEC** section is only completed for those projects that are located in one or more of the Ocean Erodible, High Hazard Flood, Inlet Hazard or Unvegetated Beach AECs. Total Enclosed Floor Area is the combined square-footage of all of the floors, plus any roof covered porches. If the project is not in the Ocean Hazard Area, then insert N/A and go to the next section and determine in which Coastal Shoreline AEC the project is located. **The Size of Building Footprint and Other Impervious Surfaces/Built-Upon Surfaces in the Coastal Shoreline AEC** is calculated by totaling all of the impervious surfaces within the applicable distance (30 ft., 75 ft. or 575 ft.) from Normal High Water (NHW) or Normal Water Level (NWL). Sometimes the impervious surfaces that are allowed on an individual lot are further limited by the conditions of the subdivision's **State Stormwater Management Permit**. The applicant should insert the amount of impervious coverage that is allocated to their lot under their subdivision's State Stormwater Permit. This number is usually found on the property deed or subdivision covenants. Typically, any subdivision that was developed after January 1, 1988, will have a State Stormwater Plan.

On the second page of the application, the section entitled **Statement of Ownership** is completed by the applicant using information from the property deed. The applicant must check one of the three options and fill in the appropriate information. Make sure that adjacent riparian property owners have been listed in the **Notification of Adjacent Property Owners** section and that they have been contacted by the applicant, either in person or by certified mail. Copies of the completed letters and certified mail receipts, if required, should accompany the application. **Finally, the applicant/agent must sign and date the application at the bottom of the page.**

**Receipts for  
Certified Mail**  
(Staple Here)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adjacent Property Owner

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

Dear Adjacent Property:

This letter is to inform you that I, \_\_\_\_\_ have applied for a CAMA Minor  
Property Owner

Permit on my property at \_\_\_\_\_, in Carteret County.  
Property Address

County. As required by CAMA regulations, I have enclosed a copy of my permit application and project drawing(s) as notification of my proposed project. No action is required from you or you may sign and return the enclosed no objection form. If you have any questions or comments about my proposed project, please contact me at \_\_\_\_\_, or by mail at the address listed below. If you wish to  
Applicant's Telephone

file written comments or objections with the Town of Emerald Isle CAMA Minor Permit Program, you may submit them to:

Local Permit Officer for Town of Emerald Isle  
7500 Emerald Drive  
Emerald Isle, NC 28594

Sincerely,

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

# ADJACENT RIPARIAN PROPERTY OWNER STATEMENT FOR CAMA MINOR PERMITS

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I hereby certify that I own property adjacent to \_\_\_\_\_'s

**(Name of Property Owner)**

property located at \_\_\_\_\_,

**Address, Lot, Block, Road, etc.)**

on \_\_\_\_\_, in \_\_\_\_\_, N.C.

**(Waterbody)**

**(Town and/or County)**

He has described to me as shown in the attached application and project drawing(s), the development he is proposing at that location, and, I have no objections to his proposal.

(APPLICATION AND DRAWING OF PROPOSED DEVELOPMENT ATTACHED)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

**Receipts for  
Certified Mail**  
(Staple Here)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adjacent Property Owner

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

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7500 Emerald Drive  
Emerald Isle, NC 28594

Sincerely,

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

# ADJACENT RIPARIAN PROPERTY OWNER STATEMENT FOR CAMA MINOR PERMITS

---

I hereby certify that I own property adjacent to \_\_\_\_\_'s  
**(Name of Property Owner)**

property located at \_\_\_\_\_,  
**Address, Lot, Block, Road, etc.)**

on \_\_\_\_\_, in \_\_\_\_\_, N.C.  
**(Waterbody) (Town and/or County)**

He has described to me as shown in the attached application and project drawing(s), the development he is proposing at that location, and, I have no objections to his proposal.

(APPLICATION AND DRAWING OF PROPOSED DEVELOPMENT ATTACHED)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date